

From: [Hogan-Chereskin, Jean](#)
To: [Gupta, Kaushal](#)
Subject: FW: Variable Height Desks
Date: Wednesday, December 06, 2017 11:01:17 AM

From: Arrazola, Ignacio
Sent: April 13, 2017 3:38 PM
Subject: Variable Height Desks

Dear LCD,

R5 has received 130 variable height desks which are ready for distribution. Our Division has been allocated 16 desks, 10 are to be distributed based on an employee's Service Comp Date (SCD) and the remaining 6 are to be distributed based on a lottery. Each Division/Office is responsible for their own lottery and distribution of these variable height desks as well as tracking who received the desks.

If you are interested in receiving a desk, please submit your name to Jean Hogan-Chereskin. If you have a higher SCD than the other applicants, you will receive a variable height desk. If your SCD is lower, you will be automatically entered into a lottery. Employees interested in participating have 7 calendar days from the date of this notification email to submit their name to Jean. Winners will be drawn within 15 calendar days after this email notification.

RMD and our PCDOC will work with us to ensure the variable height desks are delivered and properly installed. RMD/JVS will deliver and unpack the desks; you will be responsible for clearing the necessary space and placement on your current work surface. Please be patient as the roll out process could take a bit of time.

Thank you.

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